



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: Clerk

Department: Housing, Economic Development, and Commerce

Division: Construction Code

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 hours per week

Salary: \$35,000 - \$40,000. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking to hire a clerical professional to assist with various clerical duties such as processing documents, filing, answering phones, sending emails, and other duties depending on the Office of Construction Code's needs.

Job Duties:

- Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refer all problems to a lead worker or manager/supervisor for resolution.
- Maintains mailing list, opens, time stamps, sorts, and numbers and distributes mail.
- Sorts, indexes, and files checks, cash stubs, vouchers, requisitions, and other materials, numerically, alphabetically, or according to other predetermined classification.
- May wrap and assemble packages for shipment by mail or express.
- Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.
- May perform keyboarding/typing duties and enter/retrieve information on a computer.
- Assist in requisitioning, storing, and distributing office supplies.
- Aid in preparing and verifying payrolls and make simple arithmetic calculations.
- Schedules administrative proceedings and may process requests for schedule changes.
- Operates various office and mail processing machines such as keyboard equipment, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.
- Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Essential Skills:

- Knowledge of office routes, equipment, and practices after being trained.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Comprehend established office routines and department regulations.
- Organize assigned clerical work and develop effective work methods.
- Ability to make simple arithmetic calculations.
- Understand, remember, and carry out oral and written directions.
- Perform tasks accurately within prescribed time frames.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- Sort, index, file, and pull varied types of materials using an established filing system.

Preferred Education/Experience/License:

- A High School diploma or GED is preferred.
- One year of experience in performing clerical or administrative job duties.
- Technical Assistant license preferred.

How to Apply:

Interested City employees should complete an online [employment application](#) by visiting the City's website. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. To be considered for this position, you MUST select "YES" when it asks you "Do you currently work for the City of Jersey City?"

Application Deadline: August 19, 2020.

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